



EHRP Alert #8 –Automatic Termination of NTE Appointments

Automatic Termination of Employees on Appointments with Not-To-Exceed (NTE) Dates

The Department of Health and Human Services (DHHS), Program Support Center (PSC) has created a process to automatically terminate employees who are on time-limited appointments. As of 12/01/02, for those employees whose appointments have not been extended by their Agency, the PSC will run the termination process on the last day of the pay period in which the employee's appointment NTE (not-to-exceed) date falls. This new process will eliminate the need for Agencies to process individual personnel actions to terminate NTE appointments in EHRP.

For employees whose appointments are terminated as described above, this new process will also automatically terminate Health Benefits, Life AD Benefits (FEGLI), Savings Plans, Retirement Plans, and Direct Deposits. However, the Human Resources & Payroll Solutions Branch in the NIH Office of Human Resources will continue to terminate Savings Bonds manually.

Under this new automatic termination process, the system will insert three rows of data into each employee's record as follows:

- Row 1) Termination action on the Data Control Page
- Row 2) Change of Address on the Data Control Page, and
- Row 3) Populate the data fields on the Retirement Separations Page.

- **Row 1:** Data Control Page
 - Effective Date: NTE Date
 - Action: TER (Termination)
 - Reason: TMP (End of Temporary Employment)
 - NOA Code - Extension: 355-0 (Termination Expiration of Appointment)
- **Row 2:** Data Control Page
 - Effective Date: NTE Date
 - Action: DTA (Data Change)
 - Reason: DTA (Data Change)
 - NOA Code - Extension: 999-8 (Home Address Change - Separated Employee)
- **Row 3:** Separation Page
 - Administer Workforce > Administer Workforce (USF) > HHS > Retirement Separation
 - Effective Date: NTE Date
 - Type of Action: Annuity
 - Address: Most current address from the Personal Data page.

How will users know what actions have been completed by the batch process?

Users will be able to generate a query to determine each employee's processing status (ie. what items processed and what didn't process.)

- Home > PeopleTools > Query Manager > Use > Query Manager
- Query Name: HE_MASS_MASK_STATUS



EHRP Alert #8 –Automatic Termination of NTE Appointments

Need Help?

Contact TASC by any of the following methods:

Phone: 6-EHRP (301 496-3477)

Email: TASC@nih.gov

Website: <http://support.cit.nih.gov/>

Need more information about EHRP?

Visit the NBRSS EHRP website at: <http://nbrss.nih.gov/ehrp.html>